

December 28, 2006

Dear Facility Owner/Operator:

To assist you in filing your Emergency Planning and Community Right-To-Know Act (EPCRA) Tier Two reports for Reporting Year 2006 which are due March 1, 2007 and to provide some general information, we've provided the attached package. **PLEASE REVIEW ALL INFORMATION PROVIDED. WE HAVE INCLUDED SPECIFIC INFORMATION FOR COMPLETING THE TIER II FORMS AS WELL AS THE OTHER FORMS INCLUDED IN THIS PACKAGE.** The package should include the following:

1. RY2006/CY2006 Cover Letter.
2. Reporting Package Distribution & Back to Basic on Tier II Reporting.
3. Document to help you decide, "Do You Need To Report?"
4. Document pertaining to Tier2 Submit reporting Software.
5. Document pertaining to the addition of latitude and longitude information on Tier II forms.
6. Request for any change of information or company acquisitions, sales, closings, etc, and request for e-mail address.
7. A document titled "Guide to Understanding Two Forms". We have taken each block on the federal Tier Two and broken it down and this guide explains how to fill out that particular block. **PLEASE, DO NOT FILL OUT THIS DOCUMENT. IT IS A GUIDE ONLY.** If you have any comments about this document, please forward them to us.
8. A blank Tier Two "Emergency and Hazardous Chemical Inventory" Form. If you need additional forms, you may make copies.
9. A Common Product Information List (Not all inclusive of chemicals)
10. List of Extremely Hazardous Substances (EHS), alphabetical and by CAS Number.
11. Emergency Planning and Community Right-To-Know Act (EPCRA) Fact Sheet for North Dakota.
12. Standard Industrial Classification (SIC) Codes Listing (Common to North Dakota only)
13. Reporting Requirements Checklist
14. Hazardous Chemical Inventory Fee Statement
15. Tier2 Submit Certification Statement
16. Guide for Reporting Which is Unique to the Oil Field Industry
17. Tier II Reporting for Lead/Acid Batteries
18. North Dakota Emergency Manager Listing

The items mentioned in numbers 1 – 18 above, can be obtained on the ND Department of Emergency Services website at:
<http://www.nd.gov/des/reports/sara.html>

We've noticed some confusion about when Tier Two reports are filed and the reporting year for which they are filed. The federal law requires that Tier Two reports describe facility status during the previous calendar year. The reports are due annually on March 1st, for the previous calendar year.

If you have any questions concerning Tier Two reporting procedures, contact either Ray DeBoer – rdeboer@nd.gov, Roxann Hopfauf – rhopfauf@nd.gov, or Brandon Hoechst – bhoechst@nd.gov of our staff, or at (701) 328-8100.

Sincerely,

Greg M. Wilz, Chairman
State Emergency Response Commission

GMW/rld